



*Alameda Recreation and Park Department*  
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*Tax ID #94-6000288*

# **2016-2017**

## **RECREATION AFTERSCHOOL PROGRAM**

### **(RAP)**

## **PARENT HANDBOOK**



## **Welcome to Alameda Recreation and Park Department's Recreation Afterschool Program (RAP)!**

We are delighted that your child will be participating in **RAP**. This program is designed to provide boys and girls in **ALL-DAY KINDERGARTEN THROUGH 5TH GRADES** with a variety of closely supervised recreational activities on weekday afternoons. The goals of the program are to help children discover and explore new recreational interests, encourage participation, and provide supervised social opportunities. The following information will answer many of your questions. For additional information or clarification, please contact the **RAP** Program Coordinator in the Alameda Recreation and Park Department at (510) 747-7529.

### **STANDARD OF CARE**

- Alameda Recreation and Park Department prides itself on employing a staff that is well trained, customer friendly and prepared to implement a program that is consistent with the City's mission and the goals developed for each program.
- **RAP** Staff are trained Recreation Leaders. Staff are hired based on their experience working with children and are certified in CPR and First Aid.

### **SAFETY**

Your child's safety is extremely important. We require **RAP** participants to walk with Staff to **RAP** sites. **RAP participants must obey all Staff instructions and traffic rules while en route to their sites.** Those who have **bicycles or scooters must walk** them and stay with Staff.

### **LOCATIONS**

#### **IMPORTANT - IMPORTANT - IMPORTANT**

*A minimum of 8-10 students must be registered at a school in order to be a RAP Pick-Up Site.*

The **RAP** program is provided for **ALL-DAY KINDERGARTEN THROUGH 5TH GRADE STUDENTS** at the following:

<b><u>SCHOOL</u></b>	<b><u>RAP SITE</u></b>
Bay Farm.....	Tillman Park (220 Aughinbaugh Way, Bay Farm Island)
Earhart.....	Leydecker Park (3225 Mecartney Road, Bay Farm Island)
Edison .....	Lincoln Park (1450 High Street)
Franklin .....	Franklin Park (1432 San Antonio Avenue)
Haight.....	Franklin Park (1432 San Antonio Avenue)
Lum .....	Franklin Park (1432 San Antonio Avenue)
Maya Lin.....	Washington Park (740 Central Avenue)
NEA .....	Bayport Park (301 Jack London Avenue)
Otis.....	Lincoln Park (1450 High Street)
Paden.....	Longfellow Park (520 Lincoln Avenue)
Ruby Bridges .....	Bayport Park (301 Jack London Avenue)

**RAP** participants must meet **RAP Leaders** as soon as school is dismissed (and this includes modified school days) at the following locations\*:

<u>SCHOOL</u>	<u>MEET RAP LEADER AT:</u>
Bay Farm.....	Front of school office; flagpole
Earhart.....	Grass field near driveway entrance
Edison .....	Picnic tables near woodchip yard
Franklin .....	Front of school; flagpole
Haight.....	Front of school
Lum .....	Front of school office
Maya Lin.....	Front steps on Taylor Avenue
NEA .....	Front of school office
Otis.....	Picnic tables near Portable 120
Paden.....	Front steps near flagpole
Ruby Bridges .....	Front of media center; flagpole

*\*Kindergartners will be picked up at their classrooms.*

**Reminder:** **RAP** Staff are not able to return back to school to pick up late children. No special arrangements can be made to accommodate children who are late coming back from field trips, attending after school enrichment programs, detention, etc.

**NEW FOR 2016-17 School Year!** – Due to the split payment system, each of our sessions is divided into *two* halves. This means that our **RAP** leaders get one set of rosters for the first half, and another for the second half. IF you are on the split payment plan, and do not pay the fees on time, your child *will not* be on their second set of rosters. If we cannot contact you to confirm that your child is continuing in the **RAP** program, your child will be taken to their school office and you will be called to pick them up. This practice will also be followed for any child who is not on the roster at the beginning of any new session.

### **REGISTRATION PROCEDURES**

To register for **RAP**, please come to the Recreation and Parks Office, 2226 Santa Clara Avenue, Alameda (Santa Clara Ave & Walnut St), Monday through Friday, 8:30 a.m. to 5:30 p.m. Registrations are taken on a first-come, first-served basis. **Online registration for RAP is not available due to complex registration procedures.** Registrations and fees will not be accepted at school or by RAP leaders. **RAP** information and registration forms are also available online: <http://alamedaca.gov/recreation/recreation-afterschool-program-rap>.

Registration forms and fees must be submitted **48 hours in advance** before your child is picked up by **RAP** Staff.

### **DAY CHANGES**

On the registration form, you must specify the days of the week **RAP** will pick up your child. These days will remain the same for the full session unless you pay the **\$15 administrative fee** to change them.

### **EXTRA DAYS (2 OR 3 DAY PROGRAM PARTICIPANTS)**

You may add additional pick-up days (outside of your regular days). You **CANNOT** swap any regular day(s) for any extra day(s). There is a **\$15 per day charge**, which must be paid in full **48 business hours in advance** of the date needed.

### **PAYMENTS**

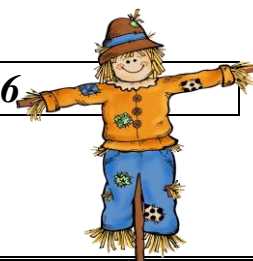
**RAP** fees are due when registering your child; we must receive either the single payment or the split payment at the time of registration. Siblings must pay the same fees. **THERE ARE NO REFUNDS, CREDITS OR MAKE-UPS FOR DAYS YOU MISS.** *If each parent is paying a portion of the **RAP** fees, each parent will need to pay at the same time in order to be charged the single payment fee; otherwise, each parent will be charged the split payment fee.*

### **PAYMENT INFORMATION**

Payment reminders will be posted at **RAP** sites a week before payment is due. Your spot in **RAP** is only guaranteed if payments are made by their due dates (listed below). **PAYMENT REMINDERS WILL NOT BE SENT HOME.** It is the client's responsibility to adhere to the listed payment due dates. *Please note: You do not have to wait until the due date to make your payments. You may pay them anytime between your initial registration and the due date.*



#### ***FALL SESSION: August 22 to November 18, 2016***



Single Payment Due:	Thursday, August 18th
1st Installment Due:	Thursday, August 18th
2nd Installment Due:	Thursday, October 6th

***PAYMENTS MADE AFTER DUE DATES WILL BE SUBJECT TO A \$30 LATE CHARGE. WE CANNOT GUARANTEE THAT YOUR CHILD WILL BE PICKED UP FOR RAP IF YOU MAKE PAYMENTS AFTER DUE DATES. WE NEED 48 HOURS TO ENSURE THAT OUR STAFF HAS THE PROPER NOTIFICATION THAT YOUR CHILD IS ENROLLED IN OUR PROGRAM.***

#### **5 DAYS/WEEK:**

Single Payment: \$649	1st Payment: \$355
	2nd Payment: \$355

#### **3 DAYS/WEEK:**

Single Payment: \$429	1st Payment: \$245
	2nd Payment: \$245

#### **2 DAYS/WEEK:**

Single Payment: \$304	1st Payment: \$182
	2nd Payment: \$182



#### ***WINTER SESSION: November 28, 2016 to March 10, 2017***

Single Payment Due:	Wednesday, November 23rd
1st Installment Due:	Wednesday, November 23rd
2nd Installment Due:	Thursday, January 26 <sup>th</sup>



**PAYMENTS MADE AFTER DUE DATES WILL BE SUBJECT TO A \$30 LATE CHARGE. WE CANNOT GUARANTEE THAT YOUR CHILD WILL BE PICKED UP FOR RAP IF YOU MAKE PAYMENTS AFTER DUE DATES. WE NEED 48 HOURS TO ENSURE THAT OUR STAFF HAS THE PROPER NOTIFICATION THAT YOUR CHILD IS ENROLLED IN OUR PROGRAM.**

**5 DAYS/WEEK:**

Single Payment: \$649

1st Payment: \$355

2nd Payment: \$355

**3 DAYS/WEEK:**

Single Payment: \$429

1st Payment: \$245

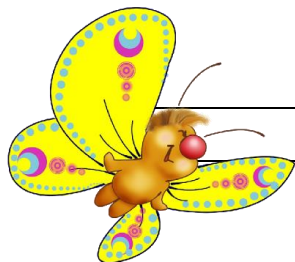
2nd Payment: \$245

**2 DAYS/WEEK:**

Single Payment: \$304

1st Payment: \$182

2nd Payment: \$182



***SPRING SESSION March 13 to June 8, 2017***

**Single Payment Due:**

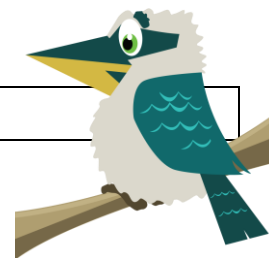
**Thursday, March 9th**

**1st Installment Due:**

**Thursday, March 9th**

**2nd Installment Due:**

**Thursday, April 27th**



**PAYMENTS MADE AFTER DUE DATES WILL BE SUBJECT TO A \$30 LATE CHARGE. WE CANNOT GUARANTEE THAT YOUR CHILD WILL BE PICKED UP FOR RAP IF YOU MAKE PAYMENTS AFTER DUE DATES. WE NEED 48 HOURS TO ENSURE THAT OUR STAFF HAS THE PROPER NOTIFICATION THAT YOUR CHILD IS ENROLLED IN OUR PROGRAM.**

**5 DAYS/WEEK:**

Single Payment: \$599

1st Payment: \$330

2nd Payment: \$330

**3 DAYS/WEEK:**

Single Payment: \$395

1st Payment: \$228

2nd Payment: \$228

**2 DAYS/WEEK:**

Single Payment: \$281

1st Payment: \$171

2nd Payment: \$171

**FEE ASSISTANCE**

A limited number of partial fee assistance is available. To qualify, please complete a Fee Assistance Request Form from the Recreation and Park Department. Allow a minimum of three (3) weeks to process.

**RECEIPTS**

You will be issued a receipt upon registration for your tax purposes. There will be a **\$5 reprint service charge for each receipt**. The tax identification number for Alameda Recreation and Park Department is: **94-6000288**.

**CANCELLATION POLICY**

If you have a change of schedule or the program is not working for you, credits may be granted on a prorated basis with the Supervisor's approval. All cancellations will be assessed a \$15 withdrawal fee. **Refunds will not be issued.** You will receive credit on your ARPD account to be used by anyone in your family for any future ARPD program.

## **DAYS AND TIMES**

The school year is separated into three sessions:

Fall Session:	<u>August 22 to November 18, 2016</u>
Winter Session:	<u>November 28, 2016 to March 10, 2017</u>
Spring Session:	<u>March 13 to June 8, 2017</u>

**RAP** meets Monday through Friday from school dismissal time to 5:30 p.m. Dismissal time includes early dismissal on Wednesdays and modified school days. Children may register to attend **RAP** for 2, 3 or 5 days a week. **RAP** is open on student school days only. **RAP is not held on school holidays or non-school days.**

## **STAFF RATIO**

A minimum ratio of 1 staff person per 14 children will be maintained at all times. Staff will supervise children's participation in all aspects of the program.

## **ABSENCES**

On days when your child will be absent from **RAP**, please notify the Recreation and Park Department Office, (510) 747-7529, before 11:30 a.m. Specifically ask that a note be left in the **RAP** box. **Refunds, credits or make up days will not be given for missed days.** **RAP** Staff cannot accept the word of the child.

## **AFTER SCHOOL ACTIVITIES/SCHEDULES**

On days when your child has an after school activity of any kind (enrichment, late return from a field trip, detention, etc.) your child will not be picked up by the **RAP** staff. **RAP** staff cannot wait for your child as they must return to the park. If your child will be dropped off at **RAP** after the conclusion of their program, it is the parent's responsibility to make those arrangements. Please notify the Recreation and Parks Office, (510) 747-7529, before 11:30 a.m. Specifically ask that a note be left in the **RAP** box. ***Refunds, credits or make up days will not be given for days you miss.***

## **PICKING UP CHILDREN**

Parents or designated adults must pick children up by 5:30 p.m. Children may walk or bike home if parents have indicated they have permission on the registration form, including departure time.

***NOTE: Once a child signs himself/herself out, he/she may not return to RAP. They are checked out for the day.*** Changes in pick-up arrangements must be communicated through the Alameda Recreation and Park Department main office (510) 747-7529.

**STARTING AT 5:31 P.M., A LATE FEE OF \$1 PER MINUTE PER CHILD WILL BE CHARGED FOR LATE PICK-UPS PAYABLE THE SAME DAY INCURRED. FOR THE SAFETY OF THE CHILD, THE POLICE WILL BE CONTACTED IF YOUR CHILD IS NOT PICKED UP BY 6:00 p.m.**

### **RAINY DAYS**

**RAP** participants (with the exception of Franklin School/Franklin Park, Ruby Bridges School/Bayport Park and Bay Farm School/Tillman Park) will remain at the school site on very rainy days unless there is a break in the weather. **They should dress appropriately for wet or cold weather.** If you do not want your child to attend **RAP** on a particular day due to weather, be sure to let the **RAP** Leader know by leaving a message with the Recreation and Parks Office, **(510) 747-7529 before 11:30 a.m.** If parents are not sure where to pick up their child on days of inclement weather, call the Recreation and Parks Office **after 4:00 p.m. at (510) 747-7529.**



### **HOLIDAYS**

**RAP** does not meet on the following Alameda Unified School District (AUSD) Staff Development Days, Public School Holidays or Legal Holidays:

<b>September 5, 2016</b>	<b>Labor Day Holiday</b>
<b>October 10, 2016</b>	<b>Non-Student Day</b>
<b>November 11, 2016</b>	<b>Veteran's Day Holiday</b>
<b>November 21-25, 2016</b>	<b>Fall Break</b>
<b>December 22, 2016 - January 6, 2017</b>	<b>Winter Break</b>
<b>January 16, 2017</b>	<b>Martin Luther King Jr. Holiday</b>
<b>February 17, 2017</b>	<b>Lincoln's Day Holiday</b>
<b>February 20, 2017</b>	<b>President's Day Holiday</b>
<b>April 3-7, 2017</b>	<b>Spring Break</b>
<b>May 29, 2017</b>	<b>Memorial Day Holiday</b>

\*We will have camps available during the week-long breaks that are ***NOT PART OF RAP***. We will have alternate programming on select non-student days where applicable. Separate registration forms and payment are required and will be available in the Alameda Recreation and Park Department (2226 Santa Clara Ave, Alameda, CA 94501) or download forms from [www.alamedaca.gov/recreation](http://www.alamedaca.gov/recreation)

### **EMERGENCIES**

Every **RAP** participant must have a completed registration form listing an emergency contact person and phone number and a completed medical treatment consent form. To contact your child at:

Bayport Park .....(510) 263-1428  
Franklin Park.....(510) 522-3132  
Leydecker Park .....(510) 521-1266  
Lincoln Park.....(510) 865-0603  
Longfellow Park.....(510) 522-5262  
Tillman Park.....(510) 521-8307  
Washington Park.....(510) 521-0162



### **SNACKS**

A snack will be provided each day. This is not intended to be a meal, so if your child(ren) would like more than what RAP provides, please send them with extra snacks. Please inform Staff if your child has any allergy or food problems. **Should your child have a severe food allergy,** you may wish to provide a snack for your child.



### **HOMEWORK**

It is **NOT** the **RAP** Leaders' responsibility to provide one-on-one tutoring for your child or to ensure that homework is completed by the time the child is picked up or leaves for the day. However, a homework area will be provided for children to use.

### **BEHAVIOR**

Participants are expected to follow Staff directions, show respect for other children and the park. Children must use equipment and supplies appropriately and safely. Behavior problems will be handled using a progressive discipline procedure. This may include warnings, time-outs, phone calls to parents, suspension and/or expulsion from the program. Each incident will be handled on a case-by-case basis, and staff will determine discipline appropriate to the incident.



Children will also be put on a Behavior Contract/Agreement, if it becomes necessary. Behavior Contracts/Agreements are signed by the child, their parent(s), the **RAP** Site Specialist(s), and the **RAP** Program Coordinator.

### **LOST AND FOUND**

Each site will have a ***Lost and Found Container***, which will be emptied on a monthly basis. Should your child lose an item, please check with your Recreation Leaders to see if it has been turned in. The Alameda Recreation and Park Department is not responsible for any lost or stolen items. *Please do not bring any electronic, valuable, or sentimental items to **RAP**.*

Thank you for your interest in our **RAP** after school care program. We hope your child enjoys his/her experience this year!